

## Motor Pool

### DESCRIPTION OF MAJOR SERVICES

Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,800 automobiles, vans, pick up trucks and various specialty vehicles assigned to county departments. Motor Pool provides for replacement, fuel, maintenance, insurance, overhead, and other operational costs of fleet vehicles.

The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

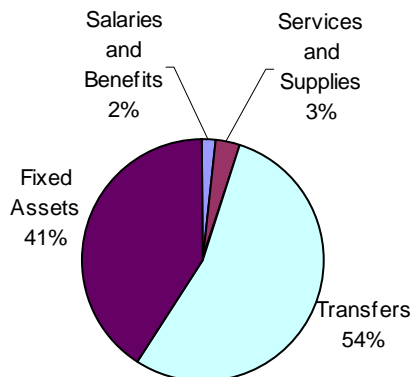
### BUDGET AND WORKLOAD HISTORY

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Estimate 2003-04</b>	<b>Proposed 2004-05</b>
Total Operating Expense	7,157,761	8,415,009	9,082,311	8,519,141
Departmental Revenue	11,484,082	11,265,463	10,950,600	10,265,000
Revenue Over/(Under) Expense	4,326,321	2,850,454	1,868,289	1,745,859
Budgeted Staffing		4.0		4.0
Fixed Assets	4,672,735	4,200,000	4,200,000	4,484,000
Unrestricted Net Assets Available at Year End	11,133,824		8,802,113	

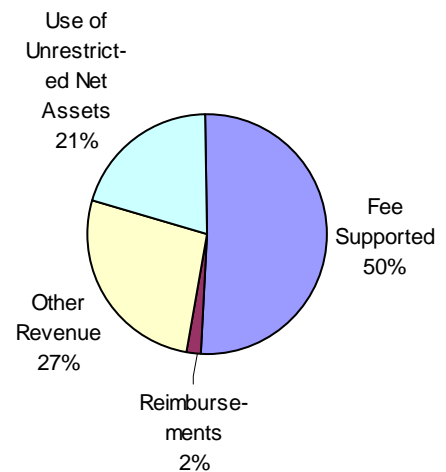
#### Workload Indicators

Vehicles owned by the Motor Pool	1,266	1,253	1,322	1,285
Vehicles owned by other departments	597	597	556	552
Total miles driven by Motor Pool vehicles	20,281,125	19,000,000	17,000,000	17,000,000

### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Internal Services  
DEPARTMENT: Fleet Management  
FUND: Motor Pool

BUDGET UNIT: IBA VHS  
FUNCTION: General  
ACTIVITY: Central motor pool

## ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
<b>Appropriation</b>								
Salaries and Benefits	183,100	197,598	13,932	-	-	211,530	-	211,530
Services and Supplies	735,945	745,271	(425,101)	-	-	320,170	12,236	332,406
Central Computer	2,440	2,440	239	-	-	2,679	-	2,679
Transfers	5,780,030	5,143,302	-	-	-	5,143,302	701,446	5,844,748
Total Exp Authority	6,701,515	6,088,611	(410,930)	-	-	5,677,681	713,682	6,391,363
Reimbursements	(245,602)	(300,000)	-	-	-	(300,000)	27,778	(272,222)
Total Appropriation	6,455,913	5,788,611	(410,930)	-	-	5,377,681	741,460	6,119,141
Depreciation	2,626,398	2,626,398	-	-	-	2,626,398	(226,398)	2,400,000
Total Operating Expense	9,082,311	8,415,009	(410,930)	-	-	8,004,079	515,062	8,519,141
<b>Departmental Revenue</b>								
Use Of Money and Prop	201,000	165,000	-	-	-	165,000	35,000	200,000
Current Services	7,881,800	8,299,065	(410,930)	-	-	7,888,135	(1,173,135)	6,715,000
Other Revenue	2,342,800	2,626,398	-	-	-	2,626,398	373,602	3,000,000
Other Financing Sources	525,000	175,000	-	-	-	175,000	175,000	350,000
Total Revenue	10,950,600	11,265,463	(410,930)	-	-	10,854,533	(589,533)	10,265,000
Revenue Over/(Under) Exp	1,868,289	2,850,454	-	-	-	2,850,454	(1,104,595)	1,745,859
Budgeted Staffing		4.0	-	-	-	4.0	-	4.0
<b>Fixed Asset</b>								
Improvement to Structures	-	-	-	-	-	-	284,000	284,000
Vehicles	4,200,000	4,200,000	-	-	-	4,200,000	-	4,200,000
Total Fixed Assets	4,200,000	4,200,000	-	-	-	4,200,000	284,000	4,484,000

In 2003-04, the budget for automotive parts was reduced because of the expected purchase of new motor pool vehicles. Purchasing delays resulting from the ongoing freeze on the purchase of fixed assets has resulted in a demand for parts higher than anticipated in the budget. Thus, actual transfers to the Garage are expected to exceed budget.

In 2004-05, services and supplies are decreased due to decreased comprehensive auto liability charges. Transfers are increased due to rising fuel costs and increased Garage (ICB VHS) labor rates. Revenues are decreased to reflect the reduction of motor pool fixed rates. Those rates, approved by the Board on March 2, 2004, were lowered due mainly to the reduced insurance costs, which are included as part of the fixed rate charged to customers.



DEPARTMENT: Fleet Management  
 FUND: Motor Pool  
 BUDGET UNIT: IBA VHS

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>4.0</b>	<b>8,415,009</b>	<b>11,265,463</b>	<b>2,850,454</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	13,932	13,932	-
Internal Service Fund Adjustments	-	(424,862)	(424,862)	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>(410,930)</b>	<b>(410,930)</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BASE BUDGET</b>	<b>4.0</b>	<b>8,004,079</b>	<b>10,854,533</b>	<b>2,850,454</b>
<b>Department Recommended Funded Adjustments</b>	<b>-</b>	<b>515,062</b>	<b>(589,533)</b>	<b>(1,104,595)</b>
<b>TOTAL 2004-05 PROPOSED BUDGET</b>	<b>4.0</b>	<b>8,519,141</b>	<b>10,265,000</b>	<b>1,745,859</b>
<b>2003-04 FINAL FIXED ASSETS</b>		<b>4,200,000</b>		
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items		-		
<b>Impacts to Fixed Assets Due to State Budget Cuts</b>		-		
<b>Department Recommended Changes in Fixed Assets</b>		<b>284,000</b>		
<b>TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET</b>		<b>4,484,000</b>		



## SCHEDULE C

DEPARTMENT: Fleet Management  
 FUND: Motor Pool  
 BUDGET UNIT: IBA VHS

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and supplies Adjustments due mainly to increased COWCAP charges.	-	12,236	-	(12,236)
2.	Depreciation Reduced depreciation charges due to a reduction in the size of the fleet.	-	(226,398)	-	226,398
3.	Rate adjustments Fleet Management Department rate adjustments were approved by the Board on March 2, 2004. Transfers to the Garage (ICB VHS) increase due mainly to rising fuel costs and increased Garage labor rates. Reimbursements and revenues decrease due mainly to reductions in the Motor Pool fixed rates, which were reduced because of lower insurance and direct labor costs.	-	729,224	(794,533)	(1,523,757)
4.	Other revenue adjustments Increases primarily due to the sale of a greater number of surplus vehicles.	-	-	205,000	205,000
<b>Total</b>		-	515,062	(589,533)	(1,104,595)

## DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change		Appropriation
1.	Building 1 remodel Per CIP Request No. 03-30, which was approved on October 3, 2003.	284,000
<b>Total</b>		284,000

